

PERSONNEL

The following guidelines should be used to recruit and hire personnel and develop job descriptions. The minimum requirements for each title are mandatory. All new county program fiscal agents must ensure that all employees meet the minimum requirements for each title.

CLASS TITLE: PROGRAM DIRECTOR

CHARACTERISTICS OF THE CLASS

Provides program leadership and direction; plans, develops, implements and evaluates all aspects of program and personnel. Supervises instructors, academic assistants and administrative assistants. The Program Director classification is limited to one staff member per county.

EXAMPLES OF DUTIES

Management

- Oversees the day-to-day operation of program.
- Initiates and facilitates change for continuous program improvement and capacity building.
- Understands, interprets and assures compliance with federal and state laws and regulations.
- Establishes procedures to meet performance measures for program accountability.
- Initiates program planning, develops goals and plans for meeting objectives.
- Provides leadership in development of curriculum, retention activities and other student services.
- Promotes safe work environment.
- Establishes procedures for collecting, documenting and reporting data and ensures accountability.
- Communicates regularly with staff and involves them in planning through a variety of formal and informal means.
- Oversees recordkeeping.

Instruction

- Provides instruction in literacy, adult basic education, GED preparation, English as a second language, workplace, family literacy and/or citizenship.
- Applies research-based instructional practices that incorporate the use of computers and other technologies.

Personnel

- Assures appropriate program staffing.
- Supervises, observes and evaluates staff.
- Coordinates activities of instructional staff to ensure effective program operation.
- Assists staff in developing professional development plans.
- Promotes professional development opportunities and adheres to the professional development policy.

Fiscal

- Manages fiscal resources and reports financial information.
- Identifies additional resources and initiates plans to secure them.
- Prepares and monitors all aspects of budget.
- Monitors contract compliance and cooperative agreements.
- Monitors and approves purchasing.

Community

- Advocates and promotes adult education program within community.
- Builds partnerships to enhance the availability, quality and delivery of services.
- Participates in local organizations (P-16 councils, WIA boards, One-Stops, etc.).

Leadership

- Models professional behavior and requires other staff members to act in a professional manner.
- Promotes the philosophy, goals and objectives of adult education at local, state and national levels.
- Promotes an environment in which cultural and philosophical diversity is valued and appreciated.
- Cultivates an atmosphere of respect for all staff and students.
- Provides instructional leadership.
- Supports instructional strategies based on research in adult learning and development.
- Recruits students to meet enrollment goals.

Professional Development

- Participates in required professional development activities.
- Uses technology resources to engage in ongoing professional development and lifelong learning.
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan.

MINIMUM REQUIREMENTS

- All program directors hired after July 1, 1998, shall possess a minimum of a bachelor's degree.
- All new program directors hired after July 1, 2004, shall possess a bachelor's degree and three years of administrative/management experience; a master's degree can substitute for two years of the administrative/management experience. A bachelor's or master's degree in administration, education or a related field is preferred.
- All program directors hired after January 3, 2011, shall possess a minimum of a bachelor's degree and three years of administrative or management experience. A degree in administration, education or a related field is preferred. This position requires demonstrated leadership ability and evidence of success in achieving measurable outcomes. Program directors who instruct will also meet the minimum requirements for instructors.

CLASS TITLE: ASSISTANT PROGRAM DIRECTOR

CHARACTERISTICS OF THE CLASS

Performs administrative duties as assigned by the program director. May assist the designated program director in providing program leadership and direction; may assist the program director in planning, developing, implementing and/or evaluating the adult education program. May help supervise instructors, academic assistants and administrative assistants.

EXAMPLES OF DUTIES

Administrative

- Understands, interprets and assures compliance with federal and state laws and regulations.
- Monitors procedures to meet performance measures for program accountability.
- Assists in program planning, developing goals and meeting objectives.
- Assists in recruitment and retention activities and other student services.
- Monitors procedures for collecting, documenting and reporting data and ensures accountability.
- Oversees recordkeeping.

Instruction

- Provides instruction in literacy, adult basic education, GED preparation, English as a second language, workplace, family literacy and/or citizenship.
- Applies research-based instructional practices that incorporate the use of computers and other technologies.

Personnel

- Assists to assure appropriate program staffing.
- Helps to supervise, observe and evaluate staff.
- Coordinates activities of instructional staff to ensure effective program operation.
- Assists staff in developing professional development plans.

- Promotes professional development opportunities and adheres to the professional development policy.

Fiscal

- Monitors fiscal resources and reports financial information to program director.
- Helps to identify additional resources and initiates plans to secure them.
- Assists program director in preparing and monitoring budget.
- Monitors contract compliance and cooperative agreements.
- Monitors purchasing.

Community

- Advocates and promotes adult education program within community.
- Builds partnerships to enhance the availability, quality and delivery of services.
- Participates in local organizations (P-16 councils, WIA boards, One-Stops, etc.).

Professional Development

- Participates in required professional development activities.
- Uses technology resources to engage in ongoing professional development and lifelong learning.
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan.

MINIMUM REQUIREMENTS

- All assistant program directors shall possess a minimum of a bachelor's degree and three years of administrative or management experience. A degree in administration, education or a related field is preferred. Assistant program directors who instruct will also meet the minimum requirements for instructors.

CLASS TITLE: INSTRUCTOR

CHARACTERISTICS OF THE CLASS

Provides instruction to adult education students. Plans, implements, documents and evaluates instructional practices, procedures and materials. Provides direct, on-site daily supervision of academic assistants.

EXAMPLES OF DUTIES

Instruction

- Provides instruction in literacy, adult basic education, GED preparation, English as a second language, workplace, family literacy and/or citizenship. Applies research-based instructional practices that incorporate the use of computers and other technologies.
- Is knowledgeable of reading, writing and/or math instructional strategies.
- Uses a variety of instructional strategies and tools appropriate to the needs of the student.
- Uses lesson plans that integrate instruction across content areas.
- Provides continuous feedback and adjusts instruction to maximize student learning.
- Works with colleagues to develop and evaluate curriculum and materials.
- Integrates work-, family- and community-related activities into instruction.
- Administers and interprets appropriate placement and diagnostic tests.
- Applies adult education principles and methods in the workforce classroom.
- Facilitates the transfer of learned skills from the classroom to the job.
- Plans learning experiences that are interactive and relevant to the specific workplace environment.
- Customizes and develops workplace education curriculum and lesson plans that facilitate transference from the classroom to the job based on the workforce goals and expected training outcomes.
- Plans instructional support activities carried out by academic assistants.
- Evaluates the achievement of students with whom academic assistants are working.

Assesses and Monitors Learning

- Uses formal and informal assessment data to monitor and document student progress.
- Collects and manages accurate data for program improvement and accountability.
- Participates in the retention and follow-up of students.

Classroom Management

- Maintains knowledge of program regulations, policy and procedures.
- Maintains student records.
- Supervises and monitors academic assistants.

Community

- Makes referrals to community agencies or postsecondary institutions as appropriate.
- Advocates adult education at the local and state level and explains the impact of under-education on employment and society.
- Assesses adult education needs and promotes program in community.
- Promotes use of community resources and participates in activities of other community agencies.
- Recruits families and matches them with instructional staff.

Professional Development

- Participates in required professional development activities.
- Uses technology resources to engage in ongoing professional development and lifelong learning.
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan.

MINIMUM REQUIREMENTS

- As of July 1, 1998, all new instructors shall possess a minimum of a bachelor's degree. A degree in education or a content-related field is preferred.
- All instructors hired after January 3, 2011, shall possess a minimum of a bachelor's degree in education or a content-related field. They will have earned a 12.9+ score in every content area on a TABE A or, within the past 10 years, they will have earned a 21 composite score on an ACT or 990 on the SAT. A current teaching certificate in the content area of instruction is preferred.
- Program directors who supervise non-degreed instructors shall work with KYAE staff to develop individualized educational plans for non-degreed instructors by July 1, 2011.

CLASS TITLE: ACADEMIC ASSISTANT

CHARACTERISTICS OF CLASS

The Academic Assistant must work under the daily supervision of a qualified instructor or program director. The Academic Assistant may provide one-on-one instruction at the discretion of the instructor or program director. The Academic Assistant may **not** provide classroom or group instruction.

EXAMPLES OF DUTIES

Program

- Follows the directions of the instructor or program director and works as an effective member of the instructional team to ensure the success of all students.
- Carries out the preparation of instructional materials for use by the instructor.
- Monitors and observes student behaviors and shares observations with the instructor.
- Assists instructor in providing individual support for student and in checking for understanding of instructional materials.
- Organizes, uses and maintains supplies, materials and equipment.
- Assists in providing non-instructional support for students.
- Understands community resources and discusses possible referrals with the instructor.

Recordkeeping

- Assists instructor in implementing, recording and monitoring student educational plan.
- Assists instructor in administering, scoring and evaluating diagnostic tests.
- Assists instructor in preparing student folders and maintaining records of student progress.
- Assists instructor in collecting data for reports.
- Understands and uses the AERIN data system.

MINIMUM REQUIREMENTS

- All academic assistants shall have a high school diploma or GED credential.

CLASS TITLE: ADMINISTRATIVE ASSISTANT**CHARACTERISTICS OF THE CLASS**

Must work onsite under the direct, daily supervision of the program director or instructor. Assists in the overall functioning of the program by performing clerical and other duties as required.

EXAMPLES OF DUTIES

- Works as an effective member of the team to ensure the success of all students.
- Collates, files and/or prepares documents and reports.
- Collects and enters data for reports.
- Maintains documents and reports.
- Audits reports for accuracy.
- Performs receptionist duties.
- Operates office machines such as copier, calculator, computer or audio-visual equipment.
- Opens, sorts, prepares, sends and distributes mail.
- Assists in the security and maintenance of test materials.
- Performs basic bookkeeping duties such as counting receipts, bank deposits and payment vouchers.
- Follows established methods and procedures.
- Assists in preparing student folders and maintaining records of student progress.
- Assists in proctoring and scoring diagnostic tests.
- Enters data, understands and uses the AERIN data system.

MINIMUM REQUIREMENTS

- High school diploma or GED credential.

VOLUNTEERS/IN-KIND SUPPORT

Volunteers or in-kind support individuals must meet the job requirements associated with the position that they are volunteering for in the adult education program.

[Table of Contents](#)